



MISSOURI SENATE

Public Information Specialist

DEFINITION:

A position within Senate Communications involving information and public relations work, including writing and editing speeches, columns, press releases and other publications; generating graphic and photographic materials for publications; assisting in the production of audio and video programs; and performing other office-related tasks. The position works under the general supervision of the director of Senate Communications.

DUTIES AND RESPONSIBILITIES:

Serves as point of contact for multiple senators and staff in relaying information to their constituents and members of the media.

Plans, researches, writes, edits and designs elements for media advisories, press releases, columns, speeches, newsletters and other publications for various senators for distribution to their constituents and members of the media.

Interprets and communicates legislative actions to staff, special interest groups and the general public.

Trains staff in informational and public relations methods, techniques, materials and equipment.

Assists media representatives to promote and maintain positive public relations with the Senate.

Advises the director of Senate Communications on matters pertaining to public information and related areas.

Performs other related work as assigned.

ESSENTIAL KNOWLEDGE AND ABILITIES:

Ability to write and edit informational material for presentation to the public.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively verbally and in writing and to translate concepts into audio/visual interpretations and public presentations.

Ability to work in a fast-paced environment.

Knowledge of news media operations and its utilization for information dissemination.

Knowledge of the methods and techniques of disseminating information to the public.

TRAINING AND EXPERIENCE:

Ideal candidates will have a bachelor's degree in Journalism, English or a closely related field and/or a minimum of three years' experience as a writer. Media background desired. Experience in the legislative branch of government preferred.

REPORTS TO:

Director of Senate Communications

HOW TO APPLY:

Submit cover letter, resume, application and writing samples by July 1, 2022 to Senate Human Resources, 201 W. Capitol Avenue, Jefferson City, MO 65101 or to cwinthorst@senate.mo.gov.

Application can be found at <https://www.senate.mo.gov/emp-opp/>.

You may also apply at <https://mocarers.mo.gov/hiretrue/mo/senate/index.html>.